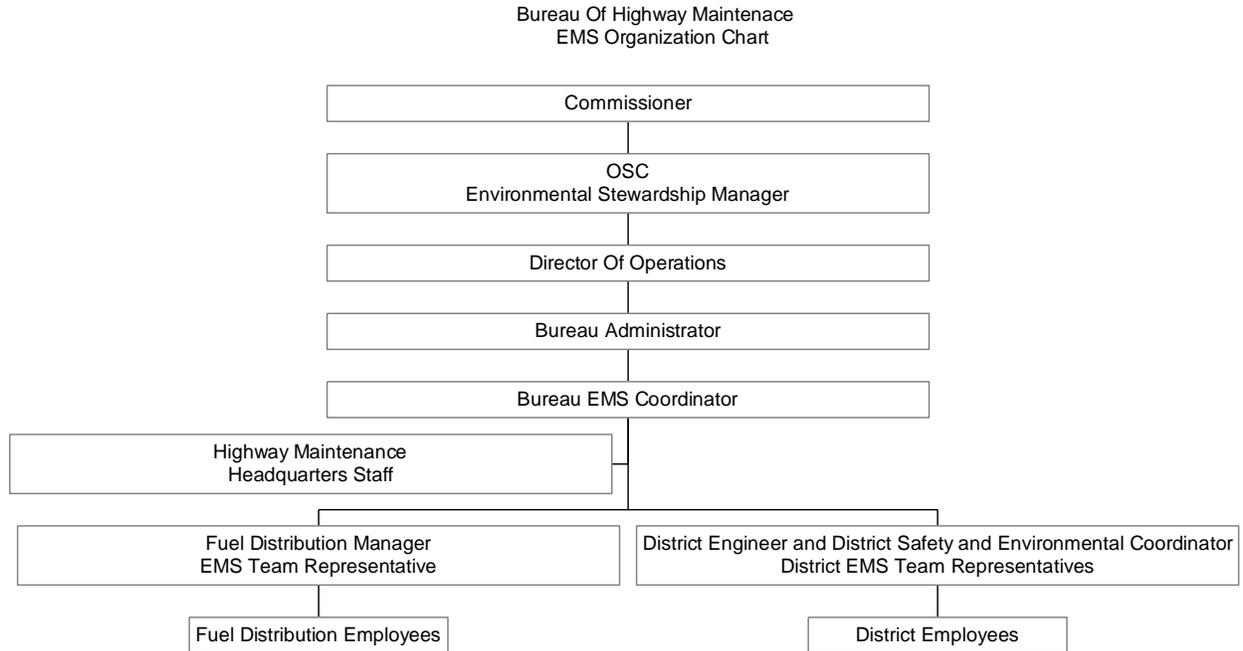


New Hampshire Department of Transportation
Bureau Of Highway Maintenance

Environmental Organizational Chart
and
Summary of Roles, Responsibilities and Accountabilities
EIP-6-Form 6a



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Position Title	Responsibilities
Bureau Administrator	<p>Role: Overall responsibility and accountability for Bureau EMS program.</p> <p>Responsibilities: Legal and regulatory compliance, and environmental performance within the Bureau. Knowledgeable of entire Bureau EMS program. Selection of the Bureau EMS Coordinator. Participate in annual management review.</p> <p>Accountable to: Director of Operations and Commissioner.</p>
Environmental Program Specialist	<p>Role: Bureau EMS Coordinator.</p> <p>Responsibilities: EMS implementation, progress tracking, reporting, training, documentation. Knowledgeable of entire Bureau EMS program. Coordinate annual management review.</p> <p>Accountable to: Bureau Administrator for EMS implementation.</p>
District Engineer	<p>Role: Overall responsibility and accountability for EMS program at the District level.</p> <p>Responsibilities: Legal and Regulatory compliance, and environmental performance within the District. Selection of District representatives on the Bureau EMS management team. Knowledgeable of entire Bureau EMS program. Participate in annual management review.</p> <p>Accountable to: Bureau Administrator.</p>
Assistant District Engineer	<p>Role: Implementation of EMS in the District as determined by the District Engineer.</p> <p>Responsibilities: EMS Development, implementation, training, and record keeping as necessary within the District as determined by the District Engineer. Participate in EMS management team as determined by District Engineer. Knowledgeable of entire Bureau EMS program. Participate in annual management review as determined by District Engineer.</p> <p>Accountable to: District Engineer.</p>
Safety and Environmental Coordinator	<p>Role: EMS Coordination</p> <p>Responsibilities: Development, implementation, training, and record keeping for EMS within the District as determined by the District Engineer. Participate in EMS Management team. Knowledgeable of entire Bureau EMS program. Participate in annual management review and quarterly meetings.</p> <p>Accountable to: District Engineer.</p>
Maintenance Supervisor	<p>Role: EMS Leader</p> <p>Responsibility: EMS implementation. Assist in Training of vendors, contractors, and district staff as necessary. Report EMS related issues to District EMS team members. Knowledgeable of entire Bureau EMS program.</p> <p>Accountable to: District Engineer</p>

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Patrol Foreman/Construction Foreman	<p>Role: EMS Participant Responsibility: EMS implementation and work instruction level training for patrol shed staff and vendors. Report staff and vendor EMS related issues and public concerns to District EMS team members. Knowledgeable of EMS to awareness level training. Implement EMS work instructions. Maintain Patrol Shed EMS documentation. Accountable to: District Engineer, and Maintenance Supervisor</p>
Assistant Patrol Foreman	<p>Role: EMS Participant Responsibility: Implementation of EMS work instructions. Training in absence of Patrol Foreman. Report EMS related issues to Patrol Foreman. Knowledgeable of EMS to awareness level training. Implement EMS work instructions. Maintain Patrol Shed EMS documentation. Accountable to: Patrol Foreman</p>
Highway Maintainers	<p>Role: EMS participant Responsibility: Knowledgeable of EMS to awareness level training. Implementation of EMS work instructions. Report EMS related issues to patrol foreman. Accountable to: Patrol Foreman</p>
District Office Staff	<p>Role: EMS participant Responsibility: Knowledgeable of EMS to awareness level training. Implementation of EMS work instructions as appropriate to position. Report EMS related concerns from public and staff to District EMS team members. Accountable to: District Engineer</p>
Fuel Distribution Manager	<p>Role: Overall responsibility and accountability for EMS program in Fuel Distribution. Responsibilities: Legal and Regulatory compliance, and environmental performance within Fuel Distribution. Participate in Bureau EMS management team. Knowledgeable of entire Bureau EMS program. Participate in annual management review. Accountable to: Bureau Administrator.</p>
Fuel Distribution Staff	<p>Role: EMS participant Responsibility: Knowledgeable of EMS to awareness level training. Implementation of EMS work instructions as appropriate to position. Report EMS related concerns from public and staff to District EMS team members. Accountable to: Fuel Distribution Manager</p>
Bureau Employees	<p>Role: EMS participant Responsibility: Knowledgeable of EMS to awareness level training. Implementation of EMS work instructions as appropriate to position. Report EMS related concerns from public and staff to EMS team members. Accountable to: Bureau Administrator</p>
Contractors and Suppliers	<p>Role: Responsible and accountable for all actions while on Bureau facilities. Responsibility: Abide by all state, local, and federal regulations. Knowledgeable of Bureau EMS program including Contractor and</p>

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	Supplier Safety and Environmental Checklist. Knowledge is commensurate with level of service and activity while at Bureau facilities.
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